

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Hanigan Board Room #115A, Ontario, OR 97914

BOARD MEETING AGENDA

Tuesday, July 18, 2023, 6:00 p.m.

Public meeting participation is only available via Zoom:

<https://gotvcc.zoom.us/j/93987835403?pwd=TVNleGpJRWFuc1hOOEVEM00zQW9YQT09>

Meeting ID: 939 8783 5403

Passcode: 920632

Telephone: (669) 900-6833 or (253) 215-8782 **Passcode:** 920632

Mission Statement: *TVCC is a comprehensive community college dedicated to promoting student success.*

Vision Statement: *TVCC will be an excellence-driven institution offering quality programs to ensure student success.*

- I. **Organizational Meeting (Action Items)**
 - Call to Order and Acknowledgement of Guests Board Chair
 - a. Swearing in of Board Members Director Anne Marie Kelso
 - b. Election of Board Chairperson Board Chair
 - c. Election of Vice Chairperson Board Chair
 - d. Designate Regular Time and Place for Meetings Board Chair
 - e. Designate Budget Officer Board Chair
(Designate the Vice President of Administrative Services as Budget Officer)
 - f. Designate Deputy Clerks for College Board Chair
(Designate the Vice President of Administrative Services and the College President as the Deputy Clerks for the College)
 - g. Custodian of College Funds Board Chair
(that it be resolved the electronic signature of the Vice President of Administrative Services, or the original signature of the Vice President of Administrative Services together with the original signature of the Board Chairperson, or in the Chairperson's absence, the signature of the Vice Chairperson, be authorized check signatures for the College)
 - h. Designate Financial Institutions for Fiscal Year 2023-24 Board Chair
 - i. Approve Resolution 23-001 for the Purpose of Commingling Cash Balances Board Chair
- II. **Agenda Review/Changes(Action)** Board Chair
- III. **Special Presentations**
 - a. New College Employee Introductions Vice Presidents
- IV. **College Business (Discussion or Action Items)**
 - a. August 15 Board Planning Meeting (discussion) Board Chair
- V. **Public Comment** (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes)
- VI. **Consent Agenda (Action Items)** Board Chair
 - a. Board Minutes – June 20, 2023 (Regular Board Meeting)
 - b. Financial Report
- VII. **College Reports and Statements**
 - a. Statements from ASG/Student Programs ASG President or designee
 - b. Statements from Foundation Executive Director/CDO Cathy Yasuda
 - c. Statements from Faculty TVEA President or designee
 - d. OCCA Board Rep. Report Stephen Crow
 - e. President's Reports Dr. Dana Young
 - i. Academic Affairs VP Eddie Alves
 - ii. Student Services VP Travis McFetridge
 - iii. Administrative Services VP Shirley Haidle
 - iv. College Relations and IT AVP Abby Lee
 - v. President's Comments Dr. Dana Young
 1. Community College Higher Education Issues and Trends
 - f. Statements from Board Members Board
 - i. Reminder to complete board meeting assessment and annual goal monthly report

- VIII. **Important Date(s)** Board Chair
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| a. August 14-18 | Final Exam Week (Summer) |
| b. August 15 | TVCC Board of Education Planning and Regular Meeting |
| c. September 4 | Labor Day (college closed) |
| d. September 9 | OCCA - All Board Member Training, Salem, OR |

- IX. **Adjournment and Next Meeting(s)**
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| a. August 15, 2023 | TVCC Board of Education Planning Meeting and Regularly Scheduled Monthly Meeting |
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The Board of Education meetings are held in accordance with accessibility requirements. Persons having questions about or requests for special needs and accommodations should contact Accessibility and Accommodation Services, Theigha Cooperrider-Fryman (tcooperrider-fryman@tvcc.cc), or 541-881-5792 or TTY 541-881-2723). Contact should be made 72 hours in advance of the meeting.

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Performing Arts Building on the North End of campus, email HR@tvcc.cc or call (541) 881-5838 or TDD (541) 881-5839.

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Ontario, OR 97914
Laura Moore Cunningham Science Center, Hanigan Board Room (#115A)

Regular Meeting - Tuesday, June 20, 2023

MINUTES

Board of Education members in attendance (quorum present):

Chair Dirk DeBoer, Vice Chair Mark Wettstein, Cheryl Cruson, Stephen Crow, and Roger Findley. Absent were board members Ken Hart and Betty Carter.

Call to Order and Pledge of Allegiance

Chair Dirk DeBoer called the meeting to order and led the group in the Pledge of Allegiance and reading of the College's mission and vision statements.

I. Agenda

The Board discussed adding to College Business, Section "C," the President's contract, as an action item.

Motion: Stephen Crow moved to add the President's contract to the agenda, and it was seconded by Cheryl Cruson. The motion passed unanimously.

II. Public Budget Hearing

Vice President of Administrative Services Shirley Haidle stated that since everyone was already present at the budget committee meeting, she could go over the budget again or just open it for questions. Chair DeBoer asked if there were questions. President Young noted it needed to be open for public comment as well. The chair opened the hearing to public comment and there was none. Board member Cruson moved to close the budget hearing; board member Crow seconded. The motion passed unanimously.

III. Special Presentations

President Young stated that tonight the College will be honoring two outgoing board members who have been part of the Board for several years. She presented Vice Chair Wettstein with a plaque and thanked him for his 12 years of service. She presented board member Cruson with a plaque and thanked her for her 16 years of service. President Young expressed her gratitude to each board member and their contribution to the students and to TVCC.

IV. College Business

a. 2023-24 Budget Resolution: Adopt Resolution No. 22-004 Adopting the Budget, Making Appropriations, and Imposing & Categorizing Taxes (action)

Motion: Cheryl Cruson made a motion to approve Resolution 22-004 adopting the 2023-2024 budget in the aggregate amount of \$75,740,323 as passed by the budget committee, adopting budget appropriations totaling \$68,739,419 and imposing the permanent tax rate of 1.2235 per \$1,000 of assessed value to be assessed in support of the general fund. The tax is expected to generate \$3,093,000.

b. August 15, 2023 Board of Education Planning Meeting

The Board discussed the proposed date for the board planning meeting. Member-elect Torie Ramirez and board members indicated they are available. It was decided that the board planning meeting would be held August 15, 2023.

c. President's Contract

Motion: Stephen Crow made a motion to approve the following increases for the President: \$3,600 in deferred compensation, \$100 per month toward the vehicle stipend increase, a 3% increase in salary, and the president's contract would be amended to reflect a 4-year rolling contract. Cheryl Cruson seconded the motion.

During discussion, board member Roger Findley stated this information should have been disseminated sooner as it was provided to board members right before the meeting. Board Chair DeBoer took responsibility for the late notice. Board member Findley stated there are only a few measurable goals listed for the President and that there needed to be more measurable goals. Findley did agree with Goal 2 but felt Goal 1 should be more specific. Board Vice Chair Wettstein suggested that since academic goals are addressed at every board meeting, they could be measured that way. To make it measurable, he would suggest having President Young update the Board each month. Board Chair DeBoer advised perhaps final measurable goal setting should wait until the new board members are on board. Board member Findley stated he would like a chance to review goals more closely. For example, he asked how many SRCI students are there now and how many do we want? With respect to the goal of increasing marketing, there needs to be a timeline and date. Overall, more details are needed. Board Chair DeBoer suggested they discuss this in August.

Board member Crow motioned to add measurable goals after the new board is seated on August 15 and board member Cruson seconded, all voted in favor.

The Board then voted on the original motion of increasing the President's salary, benefits and contract term which was brought forward by board member Stephen Crow. **Board member Cruson seconded and there was a tie with board members Crow and Cruson voting yes and Vice Chair Wettstein and board member Findley voting no. Board Chair DeBoer broke the tie with a yes vote. The motion passed.**

V. Public Comment

There was no public comment.

VI. Consent Agenda

- a. Board Minutes –May 16, 2023 (regular meeting) and May 31, 2023 (Audit Committee)
- b. Financial Report

Motion: Stephen Crow made a motion to approve the consent agenda and Cheryl Cruson seconded the motion. The motion passed unanimously.

VII. College Reports and Statements

- a. **ASG:** Vice President of Student Services Travis McFetridge presented. He noted Director Kate Russell is out on leave and the students are gone. A board report was presented. Board member Findley noted that graduation went well and the ASG officers did a wonderful job.

- b. **Foundation:** Executive Director of the Foundation Cathy Yasuda reported all scholarship awards are now done for the next academic year. It takes students awhile to respond so follow up is necessary. The Foundation will take a month off in July and they are already talking about the gala and garden tour. The Capital Campaign for the nursing building realized some very large contributions in the last few weeks. Director Yasuda stated that she received an email from the Roundhouse Foundation in Bend and a grant was awarded for \$100,000. Last week, the Oregon Community Foundation was on campus and the College received another \$100,000 from them. The last design and development with Hummel Architects for the nursing building is next week. Yasuda also noted she has spoken with the Murdock Foundation, and they want to know the total cost, the amount of money raised, and any funding gap.

We are still waiting on St. Als and St. Lukes as to whether they will give a contribution. In addition, Executive Director Yasuda noted she is in conversations with several private donors for additional contributions.

The campaign committee will meet next week. This week, a social promoting the capital construction was held at Sharon Wada's home, and next week Debbie DeLong will host. Next month Mark and Becky Iseri will host a social.

In other grants, the second round of Oregon Future Ready (workforce ready) began. This year, HECC provided technical assistance free of charge. A separate grant will help to target students. The other grant is about expanding opportunities in priority populations in health care programs, including wrap around services and financial assistance.

- c. **Faculty Report:** Arwyn Larson, President of the TVEA, shared how she received an email from a student who hadn't been marked as participating during the first week of school. The student did not follow up until after the class had concluded and grades were issued.

Larson stated that the TVEA elections were held, and the new officers are as follows: Larson will serve as president, Marc Wilson will serve as Vice President, Molly Lightfield will be the new secretary and Tanya Crawford will be the Treasurer. Larson thanked ASG and Vice President McFetridge for the graduation. She stated it went well and it's her favorite event. She also thanked Board Vice Chair Wettstein and Board member Cruson for serving on the Board of Education. Finally, on behalf of all faculty she thanked Vice President of Academic Affairs Eddie Alves for his many years of service.

- d. **OCCA Board Report:** Board member Crow stated the senate session has resumed. HB 5025, which is the HECC Budget Bill, is moving through the process. The Bachelor of Science for Nursing bill passed. There is also another bill that will increase certain benefits for community college employees, and this is an unfunded mandate. The end of the session report is due Sunday so it should be available Monday or Tuesday.

- e. **Vice President of Academic Affairs:** Vice President Alves thanked board member Cruson and Vice Chair Wettstein for their service. He stated he submitted a report but would stand for questions. Board Member Cruson expressed appreciation to Vice President Alves. Vice President Alves stated he is proud of the aviation program, and he hopes he has helped the institution. Board member Findley asked Vice President Alves to suggest three goals for the next 3-5 years that needs to be accomplished. Vice President Alves said the goal is always increasing enrollment, but it needs to be put aside. Instead, the focus should be on what needs to be done to improve the College. It is viewed as a business, but sometimes other

pieces are more important. Customer service needs improving, and this should be the number 1 priority.

- f. **Vice President of Student Services:** Vice President McFetridge thanked board member Cruson and Vice Chair Wettstein and thanked them for being so student focused. He also thanked Vice President Alves and stated he has been a great mentor. Vice President McFetridge stated that huge kudos need to be given to Director Kate Russell and Registrar Zach Widner for their work on graduation. In addition, he praised Building Manager Vern Davis's crew in the physical plant for setting up and tearing down graduation.

Vice President McFetridge handed out real time enrollment data sheets for summer term to the Board. Vice President McFetridge noted that summer is looking good. There is an interesting trend in student advising this year. Students only want to register for summer and not for summer and fall. Also, there are eleven more new degree seeking students this summer versus last summer. It is likely these eleven students will be committed for future terms. Vice President McFetridge gave an update on two initiatives: the graduation gift to area high school students of a free summer class and the Malheur Merit scholarship. Students in Malheur County (and Huntington) can receive \$2,000. Students qualify if they have a 3.5 unweighted GPA or higher. The College is using it as a recruiting tool for the fall.

OMLI mentors came today and checked into the residence halls. There will be three weeklong camps. PCC CAMP Director Greg Contreras and various TVCC staff help with OMLI. The students really get the campus experience during the camp.

There are 160 residence hall applications and 118 are complete with a deposit. Board member Findley stated he appreciates the recap of student sports for the year. Rodeo did well with the women placing 10th in the nation and one female athlete placing 3rd in the nation.

- g. **Vice President of Administrative Services:** Vice President Shirley Haidle thanked board members Cruson and Wettstein. She also stated her appreciation for Vice President Alves. Year end activities are happening and Darin Bell, the incoming Vice President of Administrative Services, is going to shadow Vice President Haidle. Board member Findley asked if the Board needs to consider raising the ending fund balance. There is no required formula for the ending fund balance. Years ago, the Board just picked an appropriate number. It came about when another community college spent down their reserve. TVCC then looked to see what it would take to get through a few months of payroll and based the ending fund balance on that number. Vice President Haidle said some colleges do it as a percentage. Board member Cruson said she appreciates Vice President Haidle upping reserves. Board member Findley suggested the EFB discussion be added to the August agenda. He also noted that there were many open positions. It was explained that the new grants created jobs and the College has had many people transferring to other departments or jobs within the College. Board member Findley asked about the nursing position and Director Anne Marie Kelso said the recent contract change has attracted qualified nursing candidates and there are several good applications.
- h. **Vice President of College and Public Relations Abby Lee:** Associate Vice President Lee thanked Vice Chair Wettstein and board member Cruson. She told them that if they ever wondered if they made a difference at this college, know that they did. Their leadership and dedication were remarkable, and they should be proud for making the College better.

She also thanked Vice President Alves and shared he has done so much to improve the college.

She updated the Board about the Caldwell Center. There is now a signed contract which moves the College from utilizing the entire building to just the third floor. The College will only pay \$1 per year for lease payments versus the \$200,000+ annually so that will allow us to set aside some revenue. We can also focus on certain programs. Addiction Studies is promising due to the dollars coming from Idaho and it can become a premier program. Caldwell can grow plumbing and revamp cybersecurity for short term classes and bootcamps. Construction on the Caldwell Center is about to start and upon completion, the College will move to the 3rd floor.

AVP Lee is working with IT on the new website design. It should be completed in the next couple of months and should be ready by fall.

Vice Chair Wettstein asked how long our contract in Caldwell will be. AVP Lee stated it will be in effect for 7 years, until June 2030. Caldwell is looking to see how much we can grow and pivot and how we capitalize on the Idaho dollars for graduates for CTE programs. Board member Findley asked where science labs are located, and Lee said they are on the 3rd floor, so we were able to keep all our labs.

- i. **President Young:** President Young noted that she and Executive Director Yasuda continue to meet with people and secure funding. In addition, she noted that she is working with HECC in hopes of qualifying our helicopter program for reimbursable FTE. The conversation started due to the fact that other community colleges are receiving reimbursable FTE for out-of-state ventures.

Senator Wyden is hosting a town hall this week and will meet with us about the new nursing building.

President Young stated that graduation is the best time of year. She thanked Vice President Alves, board member Cruson and Vice Chair Wettstein for their service and dedication to the College.

She also noted that the new Vice President of Administrative Services Darin Bell will start this summer part-time to get assimilated.

j. **Statements from Board Members**

- i. Board Member Wettstein: He noted it does not seem like 12 years. He remembers when he first came on and was supposed to go into the community and raise \$3,000,000 for the science building. He truly believed the College would be able to raise the funds. He stated he has always had a special place in his heart for AVP Lee and Executive Director Yasuda for all they do. He stated that one of the best hires was Director Anne Marie Kelso. He also commended Vice Presidents McFetridge and Alves for their hard work.
- ii. Board Member Cruson: She stated that when she first moved back to this area, she took a business class at TVCC. Cruson shared memories and connections with the College. Pinning and graduation are always the best. She has seen lots of changes in the past 16 years. TVCC is still her passion, and she still serves with the Foundation and SBDC board. Board member Cruson stated that TVCC is the

heart of the community. She thanked all the employees and the administrative team.

- iii. Board Member Crow: He thanked board member Cruson for her insight, positive attitude and mentorship and he thanked Vice Chair Wettstein for his philanthropy, and support of the nursing program.
- iv. Board Member Findley: He thanked Vice Chair Wettstein, board member Cruson and Vice President Alves for their service to the College.
- v. Board Chair DeBoer: Chair DeBoer thanked the outgoing board members and Vice President Alves. He stated he sees a great future for the College.

IV. Adjournment and Next Meeting

Motion: Board Member Crow moved to adjourn, and Board Member Cruson seconded. The motion passed unanimously.

Dirk DeBoer, Board Chairman
TVCC Board of Education

Dr. Dana M. Young, President
Treasure Valley Community College